

**House of Representatives
Office of the Clerk
H-154, U.S. Capitol
Washington, D.C. 20515**

Amendment of Solicitation
Reporting and Transcription Services

PAGE 1 OF PAGE 3

1. AMENDMENT NO.

1

2. EFFECTIVE DATE

See 9C

3. NAME AND ADDRESS OF CONTRACTOR (Street,
County, State and Zip Code):

4A. AMENDMENT OF SOLICITATION NO.
CLK05000181

4B. DATE

04/28/2005

5. THIS ITEM AMENDS THE SOLICITATION AS DESCRIBED BELOW: (Organized by UCF section headings, including solicitation contract subject matter where feasible.)

This Amendment is issued to provide House answers to questions submitted.

The House will not accept further questions pertaining to the RFP. If any detail of the solicitation remains unclear then consider the solicitation in its entirety, assume the most appropriate course of action, and propose accordingly. All assumptions made in this regard shall be listed and clearly explained in your proposal.

Except as provided herein, all terms and conditions of the document referenced in item 5A, as heretofore changed, remains unchanged and in full force and effect.

7. IMPORTANT: Contractor shall sign and return a copy of this amendment to the issuing office with their signed proposal.

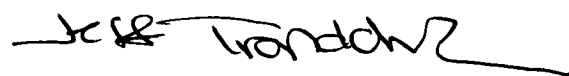
8A. Name and Title of Signer (Type or Print)

9A. Name and Title of Signer (Type or Print)

Jeff Trandahl
Office of the Clerk

8A. Contractor/Officer (Signature of person authorized to sign)

9B. Contracting Officer (Signature)



8C. Date Issued:

9C. Date Issued:

6/13/05

Question 1

Section G.2.b Invoices -- The RFP states that vouchers shall be faxed to the OOR. Currently we FedEx them along with the transcript hard copies. Is this a change?

Answer

Although the House currently accepts Vendor vouchers by fax, this change was written into the RFP to facilitate more prompt payment of Vendor-submitted vouchers. The FedEx delivery option has been deleted for hardcopy original transcripts. Fax submission gives the Vendor an opportunity to submit vouchers for payment before hand-delivering hardcopy transcripts.

Question 2

Section G.5. Key Personnel: Does this include every court reporter and transcriber we employ on a contractual basis, or just the main coordinator(s)?

Answer

“Key Personnel” is meant to include persons with whom the House will interact regarding scheduling, billing, contractual issues, and performance. This includes:

- Owners, Officers , Directors or Managers of the firm
- The Authorized Contractor Representative (ACR) who handles scheduling and day-to-day interaction with the House
- Production personnel responsible for House transcript delivery and processing
- Personnel handling the preparation of House vouchers

Key Personnel is not meant to include all Reporters or Transcribers.

Question 3

Section H.7 Affirmation of Non-Disclosure: Again, will every court reporter and transcriber need to fill this out?

Answer

Yes, anyone with access to or involvement with House testimony and transcripts will be required to sign an Affirmation of Non-Disclosure.

Question 4

Section L.7.3, Question #10: Do all court reporters and transcribers need to submit resumes?

Answer

No. Resumes are required only of Key Personnel, as defined in Answer to Question No. 2.

Question 5

Please explain block #13 on page 1 of the RFP.

Answer

Block 13 refers to a payment discount that the vendor can offer to the House for prompt payment. This is not applicable.

Question 6

What security clearances are needed to report at Homeland Security Committees?

Answer

Security clearances are not required for this contract. Any classified or secret work will be covered internally.

Question 7

Is the prices offered meant to be for any committee work, primary or pool?

Answer

Yes; see Section C.4. The price applies to all work.

Question 8

Hearing assignment:

- a. Why notified the day before
- b. Deadline 3:00 P.M. – why not earlier. Say by noon or 1:00 for scheduling purposes

Answer

- a. We do not know the schedule until the day before.
- b. The schedule continues to be flexible throughout the day; we had to establish a cut off point and selected 3:00 P.M. We do all that we can to inform the vendor at the earliest time possible.

Question 9

How many full and half day total hearings support vendors do you need?

Answer

As many qualified vendors as apply.

Question 10

Do you want the laid-in material to be faxed – see Section G.2?

Answer

No, please do not fax the laid-in material.

Question 11

Since the vendor will be delivering the transcript in person, should it be packaged in such a way as to pass through security?

Answer

Recommend manila folder that has the metal clasp. That way should security wish to inspect the package it is accessible.

Question 12

On page 2 of 32 (Line Item Summary) do you want us to put rates for ordinary, expedited, and daily, then total the three for total cost?

Answer

No, please disregard Page 2 of 32 in preparation of your submission.